

**Article 2: Administrative Code**

**Division 26: Procedures Governing the Management of City Records**

*(“Procedures Governing the Management of City Records”  
added 6-18-1982 by O-15761 N.S.)*

**§22.2601 Purpose and Intent**

It is the purpose and intent of this Division to establish procedures for the management of City records.

*(“Purpose and Intent” added 6-14-1982 by O-15761 N.S.)*

**§22.2602 Policy**

The policy of the City of San Diego is to provide for efficient, economical, and effective controls over creation, distribution, organization, maintenance, use, and disposition of all City records.

*(“Policy” added 6-14-1982 by O-15761 N.S.)*

**§22.2603 Authority**

The City Clerk shall be responsible for the administration of a uniform Records Management Program assisting all City departments.

*(“Authority” added 6-14-1982 by O-15761 N.S.)*

**§22.2604 Definitions**

For the purpose of this Division the following definitions shall apply and appear in italicized letters.

*“Appraisal”* means the process of determining the value and thus the *disposition* of *records* based upon their (1) administrative, legal, fiscal, and historical uses; (2) relative activity; (3) relationship to other *records*; and (4) evidential and informational value.

*“Disposition”* means actions taken with regard to *records* and *nonrecords* following their *appraisal*. These actions include the transfer of inactive *records* to the Records Center or the destruction of *records* or *nonrecords* no longer required in the course of the City’s business.

*“Duplicate record”* means copies or reproductions of *original records*, whether or not the same physical form as the original, which are retained

for personal reference or for operational requirements.

*"Maintain"* means provide custody and care for a *record*.

*"Nonrecord"* means material which is not retained in the regular course of business or is a temporary aid, not created for the purpose of preserving its own documentary or informational content for future reference. This includes but is not limited to:

- (1) Transmittal letters and acknowledgments which do not add any information to the material transmitted.
- (2) Requests for printed material after the requests have been filled.
- (3) Informal notes, worksheets, and rough drafts of letters, memoranda, or reports that do not represent basic steps in the preparation of documents.
- (4) Shorthand notes, including stenographic notebooks and stenotype tapes, and dictating media which have been transcribed.
- (5) Miscellaneous notices of community affairs, employee meetings, or holidays.
- (6) Stocks of publications or unused blank forms that are kept for supply purposes only.
- (7) Tickler, follow-up, or suspense copies of correspondence.
- (8) Extra copies of documents already in an official file.
- (9) Publications or reference materials received or acquired from outside sources such as professional organizations, conferences, seminars, or workshops.
- (10) Library and museum materials made or acquired and preserved solely for reference or exhibition purposes.

*"Official record"* means any *record* containing information relating to the conduct of the public's business prepared, owned, used, or retained by any City department regardless of physical form or characteristics.

*"Original record"* means the first or initial documentation, that of which anything else is a copy or reproduction; or, a *duplicate record* with any original documentation.

*"Record"* includes all books, papers, maps, exhibits, magnetic or paper tapes, photographic films and prints, punched cards, and other documentary material regardless of physical form or characteristics, produced, received, owned or used by a City department and preserved because of the informational value of data in them or as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the City.

*"Record copy"* means a reproduction of an *original record* which is retained in lieu of the *original record* as the *official record* of the City.

*"Records Disposition Schedule"* means a listing of *records series* in the City or by department, indicating for each series the length of time it is to be *maintained* in office areas and in the Records Center. The Schedule constitutes authority for the destruction of *records* listed thereon, after required retention periods have lapsed.

*"Record series"* means file units or documents arranged in accordance with a filing system or *maintained* as a unit because they relate to a particular subject or function, result from the same activity, have a particular form, or because of some other relationship arising out of their creation, receipt, or use. *Record series* may consist of *records* of a single type or format and can be described, handled, and disposed of or retained as a unit.

*"Writing"* includes handwriting, typewriting, printing, photostating, photographing, and every other means of recording upon any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums, and other documents, retained in the ordinary course of business. *Writings* are *record* or *nonrecord* material.

(Amended 10-13-2003 by O-19219 N.S.)

## **§22.2605 Records Disposition Schedule**

The *Records Disposition Schedule* will serve as the basis for the City's Records Management Program. The City Clerk, in conjunction with the City Attorney, shall develop a General *Records Disposition Schedule* for the *records* common to most departments. The head of each department shall have prepared a *Records Disposition Schedule* for the unique *records* of his/her department and any subsequent proposed amendments thereto. With the assistance of the Records Management Officer, this preparation shall include:

- (a) A physical inventory and *appraisal* of all *records* to determine their administrative, fiscal, legal and historical value.
- (b) Identification of an *official record series* title for all department *records* and specific and accurate descriptions of *records* listed thereunder in accordance with guidelines developed by the City Clerk. Terms used as *record series* titles or as description of files on the *Records Disposition Schedule* or any revision thereto, shall be descriptive. They shall not include the use of the words “miscellaneous” or “various,” or words of similar connotation; nor shall any such schedule or request bearing such nomenclature be submitted to the City Clerk and the City Attorney for their consideration and approval.
- (c) A periodic review or audit of *records* to make sure they are properly covered by the *Records Disposition Schedule*.

Following the review or audit, the City Clerk will be notified of any proposed amendments to the *Records Disposition Schedule* that are needed. Such amendments may include the addition of new *record series* titles to the *Records Disposition Schedule*, or requests to have superseded *record series* titles removed from the *Records Disposition Schedule*.

Final approval of the General *Disposition Schedule* shall require the written consent of the City Clerk and the City Attorney. The General *Records Disposition Schedule* must then be approved by the City Council by resolution. Amendments and revisions thereto shall require the written consent of the City Attorney and the City Clerk.

Final approval of the *Records Disposition Schedule* for individual departments shall require the written consent of the department head, the City Attorney, and the City Clerk. The *Records Disposition Schedule* for the department must then be approved by the City Council by resolution. Amendments and revisions thereto shall require the written consent of the department head, the City Attorney, and the City Clerk. (*Amended 10-13-2003 by O-19219 N.S.*)

## **§22.2606 Responsibilities**

- (a) The City Clerk shall:
  - (1) Be responsible for the maintenance of and access to:
    - (A) The official records of his/her office, as identified in the Records Disposition Schedule of the Clerk’s Office.